



RISK ASSESSMENT

To be attached to the C5

Activity Description:	Night Time Paddling			
Location:	Brownsea Water Activities Centre @ 89 Allpass Parade, Shorncliffe			
Activity Leaders name:	Brownsea Approved Guide	Safety Officer's name:	As per the signage in the dining area (CSSO)	
Formation:	Brownsea			
Start date and time:	6:45 pm	Finish date and time:	10:00 pm	
Number of youth (approximately):	40	Number of Leaders and Adults (approximately):	8	
Minimum Supervision and Qualifications				
Are there sufficient leaders with minimum qualifications supervising the activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Sufficient leaders with current First Aid including CPR Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Minimum Equipment/ Facilities for activity	YES	NO	N/A	Comments / Further information
First Aid Kit Suitable for activity Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kit(s) from: LIC Personal First Aid Kit
Sun Safe equipment: hats, sunscreen, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drinking Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Youth expected to be across this. Water at BWAC.
Suitable personal clothing and protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Packet Leaders to make sure PFD's are supplied, worn on or near the water and fitted
Communication equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type of communication equipment: Mobile Phones and Radios (Channel 73)
Accomodation and shelter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brownsea Facilities
Navigation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operating in the creek or just outside. Float plan maps. Each vessel has lights and/or reflective strips.



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Equipment complies with relevant standards and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expectation equipment that is unsafe is tagged out as per Brownsea operating procedures.
Site access, permissions, fees organised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Governing Bodies /Associations /Legislation	YES	NO	N/A	Comments / Further information
Do guidelines from a governing body exist for this activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QBSI, Brownsea Procedures, QLD transport, Colregs
Have they been referred to and followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scout-specific polices and rules	YES	NO	N/A	Comments / Further information
What sections of P&R, QBSI, QB Adventurous Activities P&P apply?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QBSI: 2.15, 11.17, 11.18, P&R R12.16

Calculating the inherent risk level for your activity

The Risk Analysis Matrix below can be used as a guide to assist with quantifying the risk level. **To use the matrix**, map the likelihood and consequence of an incident occurring with your activity to arrive at the risk level. Keep in mind that when assessing risk value judgements need to be made; and when making value judgements sometimes the risk level is not clear cut. If undecided on a risk level for an activity, a conservative approach would be to settle on the higher risk level being considered. Assessing the risk level is important. However, regardless of the assessed level of risk, we always have an obligation to do what is reasonably practicable to eliminate the risk, or if that is not possible, to minimise the risk to an acceptable level.

RISK ANALYSIS MATRIX						
		Consequences				
		Insignificant Loss of life: Nil. Injury/Illness: No medical attention required.	Low Loss of life: Nil. Injury/Illness: Medical attention required.	Medium Loss of life: Nil. Injury/Illness: Minor medical or hospitalisation required with no long term effects.	Major Loss of life: A fatality. Injury/Illness: Serious hospitalisation has occurred. Some ongoing treatment required.	Severe Loss of life: Fatalities have occurred. Injury/Illness: Significant injury/illness has occurred requiring hospitalisation and ongoing treatment.
Likeli	Almost Certain Expected to occur in most circumstances.	M-10	H-20	H-30	E-40	E-50



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Likely Will probably occur in most circumstances.	M-8	M-16	H-24	E-32	E-40
Possible Might occur at some time.	L-6	M-12	M-18	H-24	E-30
Unlikely Could occur at some time but it is improbable.	L-4	L-8	M-12	M-16	H-20
Rare May occur only in exceptional circumstances.	L-2	L-4	L-6	M-8	M-10

Each risk level has been grouped into categories, E = Extreme, H = High, M = Moderate, L = Low, and given a score between 2 and 50.

For further explanations of the risk analysis matrix refer to the ScoutSafe Risk Assessment Handbook available from the Queensland Branch website

What are the activities, tasks or work hazards?	What are the risks	Risk Level before mitigation (Refer Risk Analysis matrix)	Mitigation strategies: What controls are proposed to remove or reduce the risk?	Risk Level after mitigation (Refer Risk Analysis matrix)	*Refer to Branch? High or Extreme risk after mitigation?
Weather Conditions (winds Tides Storms etc) create situation leading to an accident	<ul style="list-style-type: none"> • Capsize • Fatigue • Lightning Strike • Group Separation • Potential for drowning if capsized without well-fitting PFD 	E-50	<ul style="list-style-type: none"> • Assess Weather on each day • Consider tide impacts • Monitor ratios • Training Progressively all participants • Off Water if lightening present • Maintain Group Spread • PFD to be worn by all • Glow sticks to be worn by all at night 	M-12	No
Rain	<ul style="list-style-type: none"> • Wet Equipment • Hypothermia 	H-24	<ul style="list-style-type: none"> • Pre-briefing and equipment list outlines appropriate clothing and wet weather gear. • Participants are shown how to waterproof equipment. • Group condition is monitored closely during wet weather. 	L-4	No



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Injury due to collision with vehicle	<ul style="list-style-type: none"> • Serious Injury • Minor Injury 	H-24	<ul style="list-style-type: none"> • Use of the VMR gateway where possible for vehicles with access token • Keep youth members away from the Ramp while vehicles are reversing down the ramp • Time the safety briefing for youth members while staff are putting safety boat in the water. • Use a spotter when reversing 		
Glass or other rubbish contacting foot causing injury	<ul style="list-style-type: none"> • Foot cut or bleeding • Wound infected 	H-24	<ul style="list-style-type: none"> • Closed in shoes to be worn by all participants with sufficient protection for contact with glass and other foreign objects • No running during land breaks 	L-8	No
Submerged logs / dead trees	<ul style="list-style-type: none"> • Capsizing • Impact injuries • Canoe/kayak damage 	M-12	<ul style="list-style-type: none"> • Participants are briefed about the occasional presence of submerged items • Participant behaviour is monitored following periods of heavy rain when such items are likely, and during low tide. • Participants are expected to care for equipment. • Participants are briefed on capsize procedures. 	L-8	No
Muddy/unstable banks	<ul style="list-style-type: none"> • Sprains and strains • Cuts and bruises 	E-30	<ul style="list-style-type: none"> • Appropriate exits and entry points are chosen to avoid difficulties. • Participants, when on muddy/unstable land, are to walk at all times. • Modelled entry and exiting method to be used only. 	M-10	No
Craft not providing positive floatation due to damage	<ul style="list-style-type: none"> • Loss of Craft • Drowning 	M-18	<ul style="list-style-type: none"> • Craft that fill with water are to be tagged out as per Brownsea Isolation and Tagging Procedure • If the craft is damaged the activity leader is accountable for reporting that to the Maintenance Lead 	M-12	No



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Injury during lifting and carrying boats	<ul style="list-style-type: none"> Potential Arm or Back Injury 	M-18	<ul style="list-style-type: none"> Sufficient participants lifting craft Participants monitored by Packet Leaders and LIC 	M-16	No
Rubbish	<ul style="list-style-type: none"> Cut hands/feet Embedded objects 	E-40	<ul style="list-style-type: none"> Participants are expected to wear closed in shoes at all times. Participants, when on muddy land, are to walk at all times. 	M-46	No
Environmental impacts		L6	<ul style="list-style-type: none"> Participants are to be briefed on specific environmental factors that concern the Waterway. This is supported by 'Leave No Trace' principles shared with leaders prior to visit. Ensure rubbish is 'carried out'. Ensure that the designated landing areas are used and no landing zones are observed. 	L2	No
Animal bite	<ul style="list-style-type: none"> Snake, jelly fish, sea lice, other 	M18	<ul style="list-style-type: none"> First Aid kit carried and evac points determined Jelly fish may be in water but shouldn't be a problem unless allergic. Discuss with participants prior to activity. 	M12	No
Skylarking and poor discipline contributes to injury	<ul style="list-style-type: none"> Serious Injury Minor Injury 	H-24	<ul style="list-style-type: none"> Youth Members Briefed on expectations Activities monitored and adjusted to minimise potential for skylarking Participants excluded from activity for significant breaches of safety Group management constantly monitored 	M-12	No
Contact with motorised craft causing injury	<ul style="list-style-type: none"> Serious Injury Minor Injury 	H-24	<ul style="list-style-type: none"> Lights on both front and back of the Canoes and Kayaks Manage group to exclude contact with motorised craft 	M-12	No



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Illness or medical condition impairing ability of participants and leading to an incident	<ul style="list-style-type: none"> Flare up of medical condition Serious Injury Minor Injury 	H-24	<ul style="list-style-type: none"> Leaders to disclose medical conditions to Brownsea Leader in Charge 	M-12	No
Conflict between participants causing an injury or disrupting the safe operator procedures of the group	<ul style="list-style-type: none"> Injury Emotional issues affecting safe Activities and safe group management 	H-24	<ul style="list-style-type: none"> Brief participants on group dynamics as issues arise Ensure adequate breaks to manage fatigue Employ separation of participants if minor If required stop the activity and have a break on land Exclude participants if a major issue and return to start point 	M-12	No
Poor communication with partner	<ul style="list-style-type: none"> Capsizing Collision Emotional or relationship difficulties 	M18	<ul style="list-style-type: none"> Emphasis is placed on communication between partners to ensure the boat is moving correctly and that people avoid arguments. Participants are also given paddling tips to assist with the smooth operation of their boats. Participants are briefed on capsize procedures. 		L6
Split up of group	<ul style="list-style-type: none"> Lost participants Unsupervised participants 	M18	<ul style="list-style-type: none"> Set expectation of the group travelling together. Participants are empowered to manage group distance and to show raft up sign if the group gets too far apart. Set safety guidelines – distance between canoes, whistles, rafting up. 		L6



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Form: F31

Issue: 1

Date: 07/13

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Swimming	<ul style="list-style-type: none"> Submerged objects Spinal injuries Drowning 	H24	<ul style="list-style-type: none"> Participants are expected to wear shoes and PFD's whilst swimming. Before entering the water the area should be assessed for hazards such as submerged logs or tree roots. The participants' medical form indicates whether they are confident to swim 50m which gives an indication of swimming ability. Safety guidelines should be set according to the area e.g. boundaries. Swimming is to be supervised by an adult. No jumping or diving from jetties, banks or trees 		M12
Canoe/kayak collision	<ul style="list-style-type: none"> Finger injuries Paddle impact Damaged canoe/kayak 	H24	<ul style="list-style-type: none"> Participants to be briefed in control strokes of canoeing (steering, emergency stops). Set safety guidelines – distance between canoes, whistles, rafting up. Participants briefed on letting occupants of other canoes know if they are likely to hit their canoe. 		M16



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Biological material	<ul style="list-style-type: none"> Blood Sweat Saliva 	H24	<ul style="list-style-type: none"> Comply with Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Participants with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. Have sufficient and suitable containment material (bandages etc) readily available. 		M8
Canoe/kayak faulty	<ul style="list-style-type: none"> Leaky canoe/kayak Sinking canoe/kayak 	M12	<ul style="list-style-type: none"> General condition of canoes is monitored when loading and unloading of canoes and faulty canoes tagged out. Canoe condition is checked annually. 		M12
Physical exertion	<ul style="list-style-type: none"> Strains and sprains Cramps Exhaustion and fatigue 	H24	<ul style="list-style-type: none"> Ensure appropriate warm-up and warmdown exercises are implemented. Continuously monitor participants for signs of fatigue and exhaustion. Ensure that paddles are appropriate for the type of craft and the build and skill levels of the participants. 		L6
Public	<ul style="list-style-type: none"> Ill will Reputation tarnished 	L6	<ul style="list-style-type: none"> LIC / Assistant should choose appropriate areas to brief and unload canoes so that public are not restricted in access and participants are not distracted. LIC and Assistant to monitor noise and behaviour of group. 		M12



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Are the control methods still effective ?		<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes ?		<input type="checkbox"/>	<input type="checkbox"/>
Are any further action required ?		<input type="checkbox"/>	<input type="checkbox"/>
Details :			
Name :		Appointment :	
Signed :			Date :